

# Unique People Services Job Description

**Job Title:** Marketing Student Intern  
**Department:** Administration  
**Reports To:** Executive Director  
**Prepared By:** HR Director  
**Prepared Date:** 12-29-11  
**Revised Date:**

**SUMMARY** Unique People Services (UPS) is seeking an unpaid intern to assist with marketing and researching grants for approximately 20 hours a week during the school year.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Design and implement creative strategies to broaden the organization's base of support from individuals, nurture existing relationships, identify new constituencies, and expand geographical outreach to create a funding base.
- Write press releases, newsletters and monthly email blasts. Develop creative ways to market the organization.
- Perform grant writing activities including, but not limited to, writing proposals, preparing supporting documents, and ensuring timely submission.
- Research prospective individual foundations and institutional donors.
- Prepare reports and maintain files detailing fundraising progress.
- Provide support for mailings and communications, including preparing data and drafting correspondence.
- Assist in developing communications materials that explain the agency's mission and showcase program results and accomplishments for dissemination through multiple channels (e.g., website, social networking, and print).

## **QUALIFICATIONS:**

- Graduate student or experienced undergraduate with writing or research experience.
- Excellent oral and written communication skills.
- Personal qualities of initiative, organization, completion, reliability, flexibility, energy and collaboration.
- Ability to work with a diverse group.
- Desire to make an impact in the organization